

***Enforcement Guidelines: Reference Chapter 16 of the City Stormwater Management Design Manual, as amended***

1. Site inspections that reveal a corrective situation:
  - a. Inspector shall address the action needed with the RLD prior to leaving the site
  - b. Inspector shall enter a chronology item in TRAKiT of the discussion, noting the item and corrective action, and providing a time line for correction
  - c. A follow-up inspection is to be scheduled in TRAKiT to verify the situation correction.
  - d. ALL instances of sediment leaving a permitted site shall result in a written Notification of Violation to the permit holder
  - e. Failure to comply with a Stop Work Order, or with a Notice of Violation, may result in the revocation of the permit and the violator shall be subject to the penalties set forth by the Stormwater Management Ordinance, Chapter 11.6 of the City Code.
2. Land disturbance without a permit:
  - a. Upon receiving notification of a possible violation an Inspector shall be dispatched to investigate, taking pictures and creating a record of the site visit.
  - b. An evaluation of the situation will be conducted by the Development Review Coordinator (DRC), resulting in a dismissal of the complaint or a written Stop Work Order (SWO).
    - i. SWO shall identify the land disturbance, instruct the property owner to cease all activity, and give instructions as to how to move forward in obtaining the required Land Disturbance Permit. Wording shall adhere to the specifics written in the appropriate City Ordinance and shall include a time line for a response.
    - ii. Failure to obtain a Land Disturbance Permit by the property owner will result in the DRC consulting with the Commonwealth Attorney's Office and the issuance of a subpoena to pursue a legal resolution of the violation of the City Code.